

# NOTICE OF TORT CLAIM ACTION CHECKLIST

- [ ] **RECEIPT** of letter from claimant or claimant's attorney
  - Date stamp the letter
  - Save the envelope if there is a difference of more than a few days between the postmark on the envelope and the date on the letter
  
- [ ] **SEND Notice of Tort Claim Form** to claimant or claimant's attorney
  - Cover letter from district
  - Notice of Tort Claim form
  - Sent certified mail, return receipt requested
  
- [ ] **COMPLETE Third Party Liability Loss/Claim Reporting Form**
  
- [ ] **SEND** letter from claimant or claimant's attorney using **Tort Transmittal Form** to
  - Qual-Lynx, Claims Administrator
  - Louis J. Greco, Esquire
  
- [ ] **PROVIDE** Qual-Lynx and Greco with
  - Internal accident reports
  - **Incident report**
  - **Third party liability loss/claim reporting form**
  - Police reports
  - Internal contact person
  - Other information that may assist
  
- [ ] **RECEIPT** of **return receipt card (green card)**
  - Retain it in your records
  
- [ ] **RECEIPT** of Completed Notice of Tort Claim Form
  - Date stamp the completed tort form
  - Copies of the form should be sent to Qual-Lynx and Greco
  
- [ ] **RECEIPT** of **Summons and Complaint**
  - **Fax** to Qual-Lynx (609)-926-9270
  - **Fax** to Greco (609)-625-2340